

SIS2000+ Training Manual

Special Education

Using the Special Education Editor

Purpose

The Special Education History program enrolls students in special education programs and keeps track of the related details, timeline, and placement history for each student.



Training Objectives

Place a student into a special education program.
Edit special education history records.
Delete special education history records.

Accessing Special Education

From the SIS2000+ Main Menu click on the Student button. From the Student menu, click on Special Education.

Prerequisites

-  Create Special Education Programs
-  Define Services offered

Special Education Programs are created using the Special Programs Editor. For further information, refer to the training document: Creating Special Programs.

Services are defined with the Services Editor. The process is discussed below.

Defining Services

Open the Services Editor

Services

Create service records

Select a **Service Type** from the drop box.

Enter a **Description**.

If the service is one for which the school district is reimbursed, check the **Reimbursable** box.

Complete the **Service Account** and the **Remarks** fields.

Tasks

Open Special Education

Find a student

Use either:

VCR buttons

List

Find

Once a student is located, select the **Edit** button to make changes if special education appears.

If no special education is found, press the **Add** button to create one.

Special Education History

Claremont High School - Special Education History

File Sort Help Date: 04/17/1998

Student Name		M/F	Birthdate	Age	Grade	Group Currently active students
Adams, Gina Melanie [18044]		F	05/12/83	15	9	
Track/School/Year		Advisor		Entry	Exit	
T 301 1997/98		Terbruch, Rosemarie		12/01/97		

Program	Referral Date	Referral Code	Exit Date	Exit Code	Description
▶ Special Education	04/17/1997	Transferred In			Contact Par

◀ ▶ ◂ ▸ Print Find List Delete Edit Add Save Quit ▷▷

Special Education “General” Screen

Press the **Add** button

SchoolNet C/S - Select Program

Program

Special Education

OK Cancel

Use the field button to drop down a list of available special education programs. Select a program for enrollment. Click on OK to confirm, or Cancel to abort.

El Roble Intermediate School - Special Education History

File Sort Help Date: 04/17/1998

Student Name Acosta, Candace Evelyn [0015324]	M/F F	Birthdate 12/06/82	Age 16	Grade 10	Group Currently active students
Track/School/Year T 202 1997/98	Advisor Unassigned,	Entry 01/22/98	Exit		

General Custom Services Tests Timeline

Program: Audiology Description:

Referral Date: [] Referral Code: <Unset>

Exit Date: [] Exit Code: <Unset>

☒ Is Eligible Instructional Setting: []

Primary Designation: -not found- Date: 01/22/1998 Change Primary...

Secondary Designations...

Remarks: []

Last Changed By: AdmSy Changed Date: 04/17/1998

Print Find List Delete Done Add Save Quit

Special Education Program History "General Screen

Program: a read-only field showing name of program that is being added.

Description: read only the first item in the Timeline that is not complete

Referral Date: the date the student was referred for the special education program (required).

Referral Code: the reason for referral into the special education program (required).

Exit Date: date of leaving the special education program.

Exit Code: reason for leaving the special education program.

Is Eligible: if checked, instructional setting can be set

Instructional Setting: defines program settings outside mainstream student class rotation.

Primary Designation: "Primary Handicapping Condition" code assigned to a student after they have been deemed eligible for special education.

Secondary Designation: "Secondary Handicapping Condition" codes assigned to a student. A student may have other handicaps beside his or her Primary Designation. These codes are entered in a sub-screen that is activated by clicking on the Secondary Designations command button.

Remarks: a text field for anecdotal comments

Last Changed By: a read-only field indicating the name of the user who made the last changes to this record

Changed Date -the date the last changes were made to this record.

Special Education History "Custom" Screen

El Roble Intermediate School - Special Education History

File Sort Help Date: 04/17/1998

Student Name Acosta, Candace Evelyn [0015324]	M/F F	Birthdate 12/06/82	Age 16	Grade 10	Group Currently active students
Track/School/Year T 202 1997/98	Advisor Unassigned,	Entry 01/22/98	Exit		

General **Custom** Services Tests Timeline

Program **Audiology**

☐ Left Ear
☐ Right Ear
☐ Equipment Required

Equipment Requisitioned

 Degree of Deafness

Custom

Check boxes, date boxes, and code boxes for entering data. These are totally customized data fields, pre-defined for each special program using the Special Programs Editor.

Special Education History “Services” Screen

El Roble Intermediate School - Special Education History

File Sort Help Date: 04/17/1998

Student Name	M/F	Birthdate	Age	Grade
Acosta, Candace Evelyn [0015324]	F	12/06/82	16	10
Track/School/Year	Advisor	Entry	Exit	
T 202 1997/98	Unassigned,	01/22/98		

Group: Currently active students

Services

Description:

Begin Date: End Date:

How:

Time: Units:

[Previous](#) [Save](#)

[Print](#) [Find](#) [List](#) [Delete](#) [Done](#) [Add](#) [Save](#) [Quit](#)

Services

Services might include things like speech therapy or counseling. These are entered in the Services tab of the Special Education History program.

Special Education Program History “Timeline” Screen

Student Name: Acosta, Candace Evelyn [0015324] M/F: F Birthdate: 12/06/82 Age: 16 Grade: 10

Track/School/Year: T 202 1997/98 Advisor: Unassigned, Entry: 01/22/98 Exit:

Group: Currently active students

General Custom Services Tests **Timeline**

Program: Gifted

Seq.	Description	Due	Actual	Comp	Ex	Du	Require
1	Notify parents			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Meeting with Parents			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Approval for Screening			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Memo

Print Find List Delete Done Add Save Quit

Timeline

The timeline defined in the Special Program Editor appears in the Timeline screen of this Special Education History application. After the student is enrolled in the program, the timeline is maintained and tracked by entering completion dates and checks marks relating to the fulfillment of the various events.